

FCPN# FY04-09 Split Billing

Note: IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.

- 1) **What does DESC stand for?** DEFENSE ENERGY SUPPORT CENTER. DESC is the contracting office for the procurement of fuel for the DoD, and the Program Management POC for the DoD Fleet Card (USBank Voyager). The web page address is: www.desc.dla.mil. NOTE: To access the DoD Fleet Card page go to the DESC's home page, click "Products and Services"; "US Government Credit Card Programs"; "Fleet Card".
- 2) **What do you mean by "Split Billing"?** Split billing is the means of centrally billing the "fuel" portion of your invoice which began April 2002. For the fuel portion, DESC San Antonio acts as the certifying office and DFAS Columbus is the paying office. For the non-fuel portion, each incurring unit is the certifying office, and the paying office is the appropriate DFAS office for the unit. Individual units should continue processing the "non-fuel" portion of their invoice as they have in the past, through normal channels.
- 3) **What is the FAS Enterprise Server (FES)?** FES is the DESC data warehouse that stores fuel transactions purchased by the DoD Fleet card. It is a valuable tool available to you for verifying transactions and billing information, current or past, at any time. To learn more about FES and how to gain access to FES, visit the DESC web page at www.desc.dla.mil.
- 4) **What is considered to be "Non-Fuel"?** Any other purchase not listed in the above list of approved fuels is considered "Non-Fuel" and will not be paid by DESC through split billing.
- 5) **If DESC is paying for all fuel purchases, who is going to verify that the bill is correct?** Each unit is still responsible for verifying the accuracy of the bill, including the fuel portion.

If you have a dispute or a question about your invoice, please contact:

Voyager Fleet Systems Inc

PO Box 790049

Houston, TX 77279-0049

PH#: 1-888-785-1735

FAX#: 1-800-987-6592

E-mail: Voyagerfederal@usbank.com

- 6) **What if I find a transaction on my bill that has been coded with a "Non-Fuel" product code but the correlating receipt proves it was actually a "Fuel" purchase?** If this happens, please fax a copy of the invoice with a copy of the correlating receipt to Voyager at: **1-800-987-6592 ATTN: Risk Management Department.**

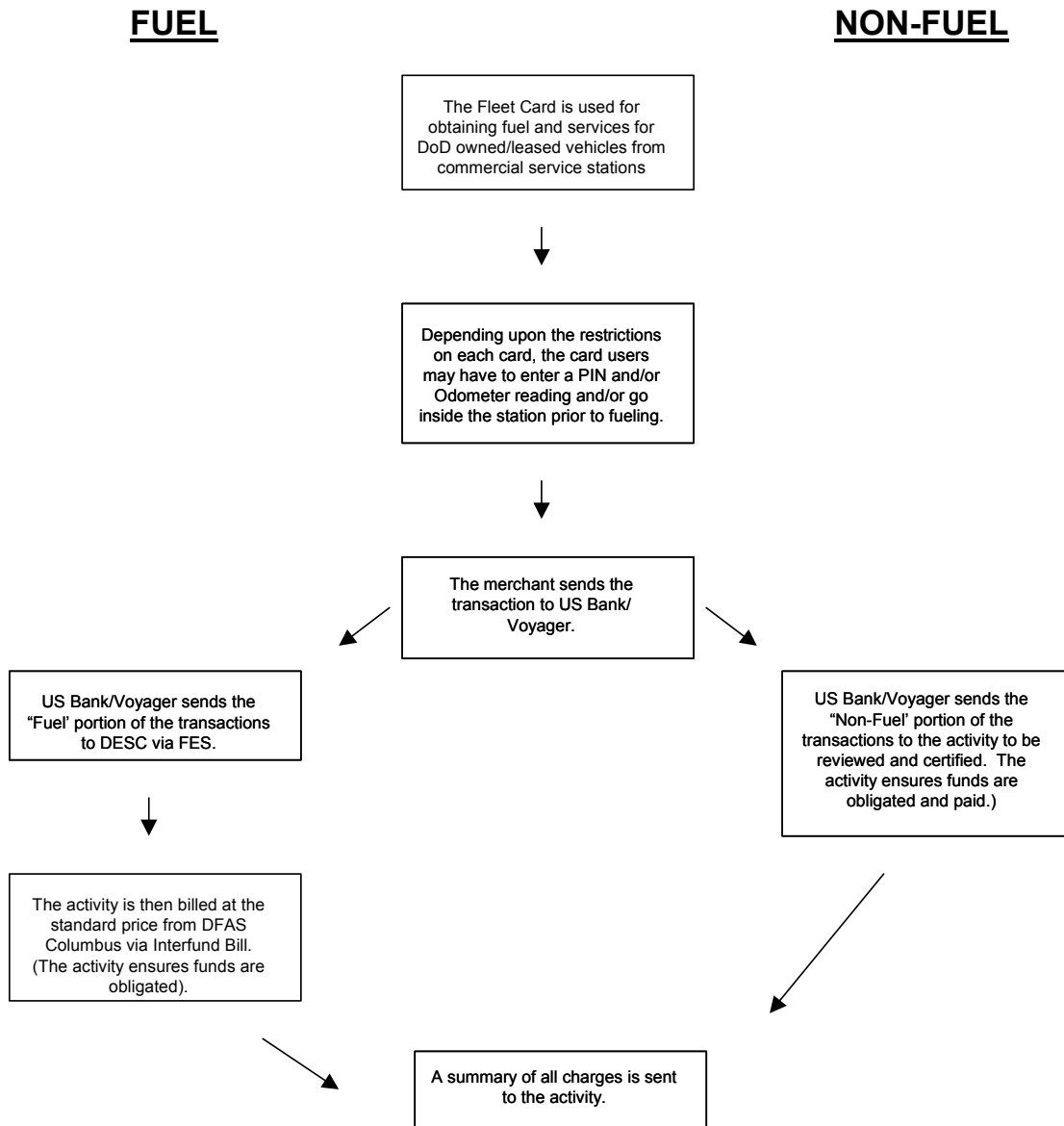
- 7) **What is considered to be a “Fuel” purchase?** Below is a list of all of the products/product codes and unit prices that units will pay under the split billing program.

Product Code	Description	DESC NSN	DFAMS P.C. Price
01 Unleaded	9130-01-485-0982	NMU	\$1.43
02 Unleaded Plus	9130-01-485-0982	NMU	\$1.43
04 Unleaded Super	9130-01-485-0982	NMU	\$1.43
05 Diesel	9140-01-485-0991	NLS	\$1.43
08 Marine	9140-01-485-0991	NLS	\$1.43
55 10% Gasohol	9130-01-485-0982	NMU	\$1.43
56 7.7% Gasohol	9130-01-485-0982	NMU	\$1.43
57 5.7% Gasohol	9130-01-485-0982	NMU	\$1.43
65 Diesel No Tax	9140-01-485-0991	NLS	\$1.43
D1 5.7% Unleaded Blend	9130-01-485-0982	NMU	\$1.43
D2 7.7% Unleaded Blend	9130-01-485-0982	NMU	\$1.43
D3 10% Unleaded Blend	9130-01-485-0982	NMU	\$1.43
D4 5.7% Unleaded Plus Blend	9130-01-485-0982	NMU	\$1.43
D5 7.7% Unleaded Plus Blend	9130-01-485-0982	NMU	\$1.43
D6 10% Unleaded Plus Blend	9130-01-485-0982	NMU	\$1.43
D7 5.7% Unleaded Super Blend	9130-01-485-0982	NMU	\$1.43
D8 7.7% Unleaded Super Blend	9130-01-485-0982	NMU	\$1.43
D9 10% Unleaded Super Blend	9130-01-485-0982	NMU	\$1.43
59 CNG	6830-01-377-8183	NNG	\$0.61
50 LPG	6830-01-493-6039	NLP	\$1.43
DO B20	9140-01-493-5556	N20	\$1.43
66 E85	9130-01-493-5176	N85	\$1.43
06 Aviation	9130-01-481-6836	NAA	\$1.66
07 Jet	9130-01-481-6837	NAA	\$1.66
50 Propane	6830-01-493-6039	NLP	\$1.43
51 Natural Gas	6830-01-377-8183	NNG	\$0.61
53 Ethanol	9130-01-493-5176	N85	\$1.43
54 Kerosene	9140-01-493-8592	NKS	\$1.43
62 Spec Motor Fuel LPG	6830-01-493-6039	NLP	\$1.43

NOTE: The standard fuel price for FY04 is 1.43. No matter what price is listed at the pump, this is what DESC will charge if using the DOD Fleet Card. Keep in mind that the Voyager Invoice shows the gallons in hundreds, whereas, DFAS rounds gallons off to whole dollars.

- 8) **Do I still need to certify my invoice for payment as I have in the past?** The entire invoice, both fuel and non-fuel purchases must be *verified* each month. However, only the non-fuel portion of the invoice must be **certified** each month. . Once the fuel portion of the invoice is *verified* as correct and **IF** there were no “Non-Fuel” purchases for that month, the invoice does not have to be **certified** for payment by your unit for that month. You will notice on the invoice that the New Purchases represents the total of your Tax Credits and Split Billing Adjustments. If it does not, most likely there are “Non-Fuel” purchase(s) on that invoice. The non-fuel portion of the invoice must be **certified** and sent to the appropriate DFAS office with your unit’s proper line of accounting on it. If you have no previous unpaid balance, no previous credit balance and no “Non-Fuel” purchases, then your “New Balance” should equal zero.
- 9) **What if I have “Non-Fuel” purchases? Will DESC pay those too? No.** DESC will **only pay** for any purchases included in the list of approved fuels above. If your invoice reflects “Non-Fuel” purchases, that portion of the invoice must be certified and submitted to DFAS for payment. Be sure to include any required billing information such as your unit’s proper line of accounting.
- 10) **How do I figure out the total of my “Non-Fuel” purchases?** The easiest way to calculate the total “Non-Fuel” purchases is to follow the formula below while looking at your *Account Summary Report* and *Payments and Adjustments Report*.
- FORMULA: New Purchases minus the Tax Adjustments and the other Adjustments* =Non-Fuel Purchases.
- Look at your *Account Summary Report*. Take the New Purchases total and subtract the Tax Adjustment and the other Adjustment* totals and the balance is your “Non-Fuel” portion for that invoice.
- 11) **I have a previous balance and I don’t know what month it is for.** Call Voyager using the 800 number listed on the back of your Voyager charge card or your invoice and tell the Voyager representative you have a question on a “split billing” account and they will transfer your call to a representative who can help you.
- 12) **I sent my invoice and certification documents to DFAS Columbus and they sent it back to me unpaid. Why?** DFAS Columbus is not responsible for your non-fuel purchases. Please certify your invoice for the amount of your non-fuel purchases and submit it for payment through the DFAS unit you use prior to the onset of split billing. **PLEASE DO NOT** send invoices to DFAS Columbus for payment.
- 13) **If I don’t send my invoices to DFAS Columbus, how will they know what amount to pay?** Voyager is sending one bulk fuel invoice to DESC. DESC is acting as the certifying office and will forward the fuel invoice to DFAS Columbus for payment.
- 14) **Why are we being back-billed for FY02 invoices?** DESC is now billing for FY02 and FY03 transactions which did not process correctly during the split billing transition period in FY02. Transactions initially failed to process because of system problems, invalid JONs, signal codes or other incorrect billing information. Therefore, if you receive a bill showing FY02 transactions, this is why.

Fuel Process “Simplified”



All Fleet Card Periodic Notices (FCPNs) are located on our website under the Policy tab. Please send any questions/comments to fleet_card@navsup.navy.mil.

Helpdesk
Navy Fleet Card Component Program Manager (CPM)
DON eBusiness Operations Office
Card Management Office
5450 Carlisle Pike; P.O. Box 2050
Mechanicsburg, PA 17055
Fax: (717) 605-9362
fleet_card@navsup.navy.mil
www.don-ebusines.navsup.navy.mil